

Fax to Scan Cover Sheet

Standard 860-679-0327 (internal 0327)

Stat 860-679-0326 (internal 0326)

Date: _____ Number of Pages (including cover): _____

Your name: _____ Unit phone #: _____

Location/Unit: _____

Patient Name: _____

Medical Record Number: _____ DOB: _____

CSN/Order#: _____

Comments/Additional Instructions to ensure accurate indexing:

***Incomplete Cover Sheets will lead to delays in document availability in HealthONE.**

Directions for Use:

- Standard fax is for documents that are needed for treatment purposes prior to an episode of care that were received within 1 to 3 business days prior to a scheduled visit
- Stat fax is for documents needed for urgent or immediate patient care. Overuse or misuse of Stat fax will lead to delays in document availability in HealthONE.
- Documents required for surgical encounters should only be sent once the encounter is created in HealthONE.
- Make sure all pages of multi-page documents are sent. This may require you to make a copy of the backside prior to faxing.
- All faxed pages must be clipped together under this coversheet and submitted to HIM.

IMPORTANT WARNING: This information is intended for the use of the person or entity to which it is addressed and contains information that is privileged and confidential, the disclosure of which is governed by applicable law. If the reader of this FAX is not the intended recipient, or the employee or agent responsible for the delivery of this information to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this information is **STRICTLY PROHIBITED**. If you have received this FAX in error, please contact the UConn Health Privacy Office at 860.679.4180 and the sender immediately.

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